



Suliman Shamraiz

ID: 34201-7419120-1 **Passport:** PY5161201 **Work permit:** Pakistani

Nationality: Pakistani **Date of birth:** 06/06/2006

Place of birth: Gujrat Shadiwal, Pakistan **Gender:** Male

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ABOUT ME

Hi, I'm **Suliman Shamraiz**.

I'm a skilled **Computer Operator, Graphic Designer, and E-Commerce**. With 6 months of experience in both local and digital markets, I help businesses grow through smart use of technology and design. I create eye-catching visuals that connect with customers. From social media graphics to product branding — I do it all. As a computer operator, I ensure smooth system operations and data handling. In e-commerce, I set up, manage, and optimize online stores. I work with platforms like Daraz, Shopify, and social selling tools. My goal is to deliver fast, reliable, and creative solutions. I take pride in being detail-oriented and client focused. Let's work together to bring your ideas to life!

I am looking for opportunity to use my skill and make a +ve impact on organization. I'm a team player who is able to work effectively in a fast paced environment. I am committed to continuous learning & willing to take new challenges

WORK EXPERIENCE

Imran Khalid Butt – Gujrat , Pakistan

City: Gujrat | Country: Pakistan

Computer Operator

[01/06/2024 – 28/02/2025]

Data Entry Operator

Typing (Urdu & English)

Microsoft Office (Word, Excel, PowerPoint)

Printing, Scanning & Photocopying

Email & Internet Use

Record Keeping

File Management & Backup

Computer System Handling

Haider – Kharian, Pakistan

City: Kharian | Country: Pakistan

E-Commerce

[01/03/2025 – 30/06/2025]

Product Research
Product Listing
Order Management
Inventory Management
Customer Support / Chat Support
Store Management (Daraz, Amazon, Shopify etc.)
Pricing and Offers Management
Return & Refund Handling
Online Payment Handling
Facebook / Instagram Shop Setup
Social Media Marketing
Graphic Design for Products & Ads
Marketing
WhatsApp Business Handling
Running Ads (Facebook/Google)
Sales

 – Gujrat Shadiwal, Pakistan

City: Gujrat Shadiwal | Country: Pakistan

Graphic design expert

Logo Design
Business Card Design
Social Media Post Design
Banner / Poster Design
YouTube Thumbnail Design
Facebook & Instagram Ads Design
Photo Editing & Retouching
Background Removal
Resume / CV Design
Invitation Card Design (Wedding/Birthday)
Brand Identity Design
Book / Magazine Cover

EDUCATION AND TRAINING

Matric

Govt. High School (boys) kharian

City: Kharian | Country: Pakistan

Computer Operator

Vocational Training Institute Gujrat

City: Gujrat

E-Commerce

American Lactuff DNK kharian [01/03/2025 – Current]

City: Kharian

Graphic Design

Muft.pk [01/03/2025 – Current]

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Panjabi; Punjabi

Other language(s): English | Urdu

DRIVING LICENCE

Driving Licence: A2

Driving Licence: A

HOBBIES AND INTERESTS

Internet browsing

Use Social Media to get knowledge

Intrusted In IT and Computer Fields

Use Different Types of Software